

NIOSH State-Based Occupational Safety and Health Surveillance (PAR-04-106)— Guidance on Application Preparation 6/7/2004

To assist in the preparation of applications for the NIOSH State-Based Occupational Safety and Health Surveillance Program Announcement, the following guidance is provided. However, if this guidance appears to conflict with the instructions in the PHS 398, applicants should contact the Program Director, Ms. Susan Board, at 404-498-2512 for clarification. Applicants should note that this document is not intended to replace the PHS 398 instructions, and does not include all of the information needed by an applicant to complete the PHS 398 application. Also, please note that the application receipt date is August 6 and the award will be made approximately May 1, 2005.

A. Types of Applications:

The state-based surveillance program has been divided into two types of Awards: Fundamental---which includes the 13 fundamental health indicators identified by CSTE and NIOSH, and Expanded---which includes **the Fundamental Program** plus one or more state priority health conditions.

B. Applicant Eligibility:

See announcement

FACE and SENSOR Grantees:

Two long-standing state-surveillance programs, FACE and SENSOR were not specifically identified in this announcement, but are a part of the NIOSH Surveillance program. With respect to the SENSOR activities, these types of activities should be included in an Expanded Application. In May, 2005, NIOSH will publish a notice in the NIH Guide that provides information on priority SENSOR activities. To avoid any program support gaps, current SENSOR awardees are encouraged to submit expanded program application this August. The current priority conditions are pesticide illness and injury, asthma, silicosis and dermatitis although others may be proposed if important to your state.

In 2002, NIOSH announced a FACE Request for Applications in the NIH Guide. This announcement includes the FACE activities. However, since this program does not end until August 6, 2006, current and prospective FACE awardees are encouraged to (1) apply for the Fundamental Program this August, 2004 and (2) wait until the August, 2005 receipt date to apply for funding for the priority health conditions, fatality assessments. In May, 2005, NIOSH plans to provide guidance for this priority health condition through a notice in the NIH Guide. In addition, there will be specific funds identified for supporting fatality assessments as part of this program. Limited funds for fatality assessments are available for applications submitted in August, 2004. Current and prospective FACE awardees should consider applying for a Fundamental award in 2004 as all Expanded awards require a fundamental program and activities encompassed in fundamental programs have not previously been included in FACE awards

C. Fundamental Program

The Fundamental Program is intended to provide state agencies the resources to initiate or continue activities for a state-based surveillance for occupational injuries, diseases and hazards. CSTE and NIOSH have identified 13 occupational health indicators that comprise the Fundamental Program. These surveillance indicators allow a state to compare its health or risk status with that of other states and evaluate trends over time within the state, and guide priorities for prevention and intervention efforts. (Additional information about the Fundamental health indicators can be found at <http://www.cste.org/> under the occupational health indicators.) If all 13 are not reasonably available in your state, please provide this information and describe your plans on how you will/can not address the missing occupational health indicators.

There are no supplemental instructions for this type of application.

D. Expanded Program

The Expanded Program **includes the Fundamental Program** activities and expands the state's program to include focused surveillance effort(s) on a state priority health condition(s). Another feature of the Expanded Program is the identification of opportunities for intervention and prevention. Applicants should be aware that

NIOSH has the option of funding an Expanded Program application as a Fundamental Program if the project merit for the state priority health conditions is not sufficient for funding but the Fundamental Program component is highly meritorious.

OUTLINE FOR AN EXPANDED PROGRAM APPLICATION

In order to facilitate the preparation and review of the Expanded Program application, the following Outline should be used. It is a minor modification of the PHS 398 table of contents which should be followed as a guide.

Face Page

Expanded Program Description, Performance Sites, and Personnel, Form page BB (use additional continuation pages as needed)

Table of Contents

Detailed Budget for the Initial Budget Period for the entire Expanded Program

Budget for the Entire Proposed Period of Support for the Entire Expanded Program

Detailed Budget for each Project (Fundamental and Health Conditions) for the Initial Budget Period

Budget for the Entire Proposed Period for each Project

Biographical Sketch- Principal Investigator/Program Director

Other Biographical Sketches

Other Support

Overall Description of the Expanded Program (2 page maximum)

Statement on the Institutional Commitment to the Expanded Program (1 page maximum)

Identification of the States that will be involved with the project (if appropriate)

Fundamental Project Cover Sheet

Fundamental Project Plan

Priority Health Condition A Cover Sheet

Priority Health Condition A Project Plan

Priority Health Condition B Cover Sheet

Priority Health Condition B Project Plan

Priority Health Condition (use as many headings as there are priority health conditions)

Note: each project plan should use the following outline

- a. Header Page with Title and Principal Investigator's name (do not use the 398 face page)
- b. Description, Performance Sites, and Personnel (form page BB)
- c. Highlights of Accomplishments for Past Project Period, if applicable (1 page maximum)
- d. Specific Aims
- e. Background and Significance
- f. Preliminary Studies/Progress Report
- g. Project Design and Methods
- h. Human Subjects
- i. Vertebrate Animals
- j. Literature Cited
- k. Consortium/Contractual Arrangements
- l. Consultants and Collaborators, including NIOSH

Note: Items d-g cannot exceed 25 pages for each project plan. Type density and size of the entire application must conform to the limits provided in the PHS 398 instructions on page 6.

Please direct inquiries to:

Susan B. Board, M.S.

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